



General Services Administration
Federal Supply Service
Authorized Federal Supply Schedule Price List



Pro-Legal Services, Inc.
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Washington, D.C. 20005
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FSC Group 36 - Office, Imaging and Document Solutions

Special Item Numbers (SIN)

51-505 Document Production On-site and Off-site Services

51-506 Document Conversion Services

51-508 Litigation Support Services (LLS)

51-212 Post Copying/Finishing Equipment and Supplies

GSA Contract Number – GS-03F-0013X

Contract Period: October 1, 2010 - September 30, 2015

Business Size: Small

DUNS #: 138369710

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The INTERNET address GSA Advantage! is: GSAAdvantage.gov.

CUSTOMER INFORMATION

1a. Awarded special item numbers: 51-505, 51-506, 51-508, 51-212

1b. Identification of the lowest priced model number by SIN:

51-505	\$.05
51-506	\$.03
51-508	\$.003
51-212	\$.24

1c. Position Descriptions – Performance of Services:

Senior Project Manager

Responsibilities/Duties. The Senior Project Manager is a senior level Project Manager with responsibilities for coordinating the efforts of several Project Managers, either on one mammoth project, or for large numbers of projects on-site and/or off-site. The Senior Project Manager directs and coordinates all resources, including subordinate Project Manager staff and other staff resources. In instances in which support is required in more than one case, the Senior Project Manager must carry his/her own caseload, in addition to performing lead/coordinating duties. In addition to Project Manager responsibilities, as described below under Project Manager, the Senior Project Manager consults with the Government Case Managers concerning overall operations, scheduling, work assignments, staffing, progress reporting, security, etc. The Senior Project Manager is responsible for overall quality assurance and timeliness of delivery for all work performed by Pro-Legal. The Senior Project Manager also performs overall coordinating functions with other Pro-Legal components.

Qualifications. At least six years of progressively more responsible experience in major litigation support projects, including at least one year of Project Manager experience or equivalent. Demonstrated ability to manage numerous complex and time-critical litigation support activities simultaneously, including technical/data processing support activities. Requires expert knowledge of litigation support; outstanding writing skills; outstanding oral communication skills; outstanding management skills. Must be able to anticipate litigation support needs and develop and execute detailed plans for addressing needs. Requires broad knowledge of the Government's data processing environments, including office automation networks, PC-based database and other applications, and internet and server-based database and other applications, such as Oracle, Concordance, Summation, Trial Director, etc. Should be an expert user of word processing, spreadsheet, imaging, and telecommunications systems. Undergraduate degree strongly preferred. Law degree or other pertinent graduate degree helpful.

Project Manager

Responsibilities/Duties. The Project Manager is Pro-Legal's manager with primary responsibility for all support provided to a particular case. Project Managers will generally be responsible for more than one active case at a time; a caseload of six to ten "moderately active, moderately-sized" cases would be typical, with several of the cases in the discovery and/or document coding stage, one case in trial, several in the deposition preparation/witness binder stage, etc. Extremely large or active cases may reduce the number of other cases handled by a

Project Manager. In mammoth cases, involving, for example, more than 10 million pages, more than one Project Manager may be assigned to a case. The Project Manager is the Government's primary point of contact for all support for the case; the Project Manager will have frequent contact with the Government Case Managers, trial attorneys, Client agency staff, and sometimes even opposing counsel. The Project Manager is responsible for planning and managing all support for the case, including monitoring work flow, progress reporting, identifying and assigning staff, budget development and tracking, coordinating technical/data processing support, and obtaining other required resources. Performs an active quality assurance role to ensure high quality work delivered on time. Ensures that proper security is maintained overall project materials, in accordance with Department security procedures. Coordinates with other Pro-Legal components to deliver project support. When operating out of an on-site location, the Project Manager's work may be subject to coordination or direction by the Senior Project Manager.

Qualifications. At least four years of progressively more responsible supervisory and management experience on major litigation support projects. Demonstrated ability to manage numerous complex and time-critical litigation support activities simultaneously, including technical/data processing support activities. Requires expert knowledge of litigation support; outstanding writing skills; excellent oral communication skills; excellent management skills. Must be able to anticipate litigation support needs and develop and execute detailed plans for addressing needs. Requires broad knowledge of the Government's data processing environments, including office automation networks, PC-based database and other applications, and internet and server-based database and other applications, such as Oracle, Concordance, Summation, Trial Director, etc. Should be an expert user of the Government's word processing, spreadsheet, imaging, and telecommunications systems. Undergraduate degree strongly preferred. Law degree or other pertinent graduate degree helpful.

EDD Technician

Responsibilities/Duties. Follows established procedures in filing, retrieving, and copying case file materials; creating witness binders; preparing deposition and trial exhibits; entering data on-line to case files and other databases; proofreading, editing, and correcting OCR'd text files; retrieving and blowing back documents from microfilm and digital image media; tabbing, numbering, labeling, assembling documents; filling out log sheets and reporting on progress; performing quality control on the work of peers in all of these areas. Prepares documents for image scanning; performs other document acquisition related activities, including document screening, and phrase labeling of files to be filmed or scanned. Performs simple database searches.

Qualifications. Ability to perform detailed work consistently, accurately, and under pressure extremely important. Must be able to read and follow instructions explicitly. Must have sufficient understanding of task, task objective, and the context of the task in the litigation support effort as a whole to be able to exercise enough judgment to ask questions where necessary - where instructions are not explicit, or appear to be contrary to the task objective. Must have typing/keyboarding skills, good communication skills. Undergraduate degree preferred. Litigation support experience helpful.

2. Maximum order:

51-505 - \$1,000,000
51-506 - \$1,000,000
51-508 - \$1,000,000
51-212 - \$350,000

3. Minimum order: \$100

4. Geographic coverage (delivery area).

Continental (CONUS) US, domestic delivery.

5. Point(s) of production: N/A

6. Discount from list prices: Price shown herein are NET, GSA discounts deducted

7. Quantity discounts: Additional five (5) percent quantity discount for single task orders of \$50,000 or greater.

8. Prompt payment terms: None

9a. Government purchase cards are accepted at or below the micro-purchase threshold.

9b. Government purchase cards are accepted above the micro-purchase threshold.

10. Foreign items: N/A

11a. Time of delivery.

30 days from receipt of order or sooner as agreed to between Pro-Legal Services Inc. and ordering activity.

11b. Expedited Delivery.

Less than 30 days from receipt of order or sooner as agreed to between Pro-Legal Services Inc. and ordering activity.

11c. Overnight and 2-day delivery. N/A, ordering activities can also contact the Pro-Legal Services to affect a faster delivery.

11d. Urgent Requirements. N/A, ordering activities can also contact the Pro-Legal Services to affect a faster delivery.

12. F.O.B. point: Destination

13a. Ordering address:

Pro-Legal Services, Inc.
1275 K St. NW, Suite G-6
Washington, D.C. 20005

13b. Ordering procedures: For supplies and services, the ordering procedures information on Blanket Purchase Agreements (BPA's) are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment address:

Pro-Legal Services, Inc.
1275 K St. NW, Suite G-6
Washington, D.C. 20005

15. Warranty provision. None

16. Export packing charges: N/A.

17. Terms and conditions of Government purchase card: Pro-Legal Services, Inc. will accept the government credit card for purchases above and below the micro-purchase level with no additional discounts granted.

18. Terms and conditions of rental, maintenance, and repair: N/A

19. Terms and conditions of installation: N/A

20. Terms and conditions of repair parts: N/A

20a. Terms and conditions for any other services: N/A

21. List of service and distribution points: N/A

22. List of participating dealers: N/A

23. Preventive maintenance: N/A

24a. Special attributes such as environmental attributes: N/A

24b. If applicable, indicate that Section 508 compliance: N/A

25. Data Universal Number System (DUNS) number: 138369710

26. Registration in Central Contractor Registration (CCR) database. Pro-Legal Services Inc. is registered in the CCR.

GSA Authorized Pricing

Model Number	Product/Service Description	SIN	GSA Price	Country of Origin	Warranty
RLB	Bates Labeling (per page)	51-505	0.05	USA	None
RRA	Copy - Autofeed (per page)	51-505	0.08	USA	None
RRB	Copying - Light Litigation (per page)	51-505	0.10	USA	None
RRC	Copying - Medium Litigation (per page)	51-505	0.12	USA	None
RRD	Copying - Heavy Litigation (per page)	51-505	0.15	USA	None
RRE	Copying - Extensive Handling (per page)	51-505	0.18	USA	None
RRF	Copying - Heavy Glasswork (per page)	51-505	0.24	USA	None
RSS	Inserted Slip Sheets	51-505	0.10	USA	None
RBT	Copying 11 x 17 B/W (per page)	51-505	0.24	USA	None
RCL	8 1/2 x 11 Color Copies	51-505	1.12	USA	None
RCT	11 x 17 color copies	51-505	2.17	USA	None
RCS	Copying - Cardstock (color paper)	51-505	0.14	USA	None
RLR	Copy Labor per hour	51-505	33.50	USA	None
RLT	Labor (per hour)	51-505	33.50	USA	None
	Other Copy Services				
REL	Copying - Enlargement (per square foot)	51-505	3.35	USA	None
RBO	B/W Oversize Copies (per square foot)	51-505	1.12	USA	None
RCO	Copying - Color O/S (per square foot)	51-505	9.91	USA	None
RFC	Foam Core Board Mounting (per square foot)	51-505	5.26	USA	None
RLA	Laminating	51-505	11.49	USA	None
RTB	Copying - Transparency B/W	51-505	0.96	USA	None
RCC	Copying Color Transparency	51-505	2.39	USA	None
RVC	Video Tape Duplicating	51-505	23.93	USA	None
	Scanning & Blowback Services				
IGA	Scanning Autofeed (per page)	51-506	0.08	USA	None
IGB	Scanning Light Litigation (per page)	51-506	0.11	USA	None
IGC	Scanning Medium Litigation (per page)	51-506	0.13	USA	None
IGD	Scanning Heavy Litigation (per page)	51-506	0.15	USA	None
IGE	Scanning Extensive Handling (per page)	51-506	0.17	USA	None
IGF	Scanning Heavy Glasswork (per page)	51-506	0.23	USA	None
ICL	8 1/2 x 11 Color Scanning	51-506	0.95	USA	None
IGC	8 1/2 x 14 Color Scanning (\$1.50 per page)	51-506	1.44	USA	None
IBO	B/W Oversize Scanning (per square foot)	51-506	1.35	USA	None
ICO	Color Oversize Scanning (per square foot)	51-506	10.64	USA	None
ICP	11 x 17 B/W Scanning	51-506	0.23	USA	None
ICT	11 x 17 Color Scanning	51-506	1.91	USA	None
RBB	Blowback from Tiff (B/W)	51-506	0.06	USA	None
RBC	Color Blowback from Tiff	51-506	0.90	USA	None
RBE	EDD Blowback (B/W)	51-506	0.10	USA	None
RBX	EDD Blowback (Color)	51-506	0.96	USA	None
RXR	X-ray Duplication	51-506	14.36	USA	None

Model Number	Product/Service Description	SIN	GSA Price	Country of Origin	Warranty
DCG	Pre Processing Culling includes Metadata extraction, links to native files and creation of Concordance Database per gigabyte	51-508	239.29	USA	None
DEG	Full Processing includes TIFFing (w/ Excel delivered natively), Metadata extraction, links to native files and creation of Concordance Database per gigabyte	51-508	660.13	USA	None
DES	Key word searching - Comprehensive search includes the tagging and reporting of All parent/children documents within a database per gigabyte	51-508	119.65	USA	None
DNT	Image Conversions (i.e.; Multipage to Single page TIFFs, TIFF to PDF or PDF to TIFF) per page	51-508	0.04	USA	None
DND	Detect and group near-duplicate documents per document	51-508	0.08	USA	None
DNS	Convert selected native documents post native review to images	51-508	0.06	USA	None
DNQ	Produce native only document production per page	51-508	0.06	USA	None
DDP	De-Nist native documents prior to processing per gigabyte	51-508	47.26	USA	None
DEF	Image endorsing/branding unlimited endorsements and redaction per page	51-508	0.02	USA	None
DOR	OCR of images per image	51-508	0.04	USA	None
DMT	Machine time per hour	51-508	143.58	USA	None
DTP	Build new PST/NSF per file	51-508	0.02	USA	None
DTR	Mount, report and extract native documents from imaged hard drives	51-508	143.58	USA	None
DTC	Password cracking/per hour	51-508	94.51	USA	None
DNP	MS Outlook OST to PST conversion/ per page	51-508	94.51	USA	None
DNR	PST repair using ScanPST.exe/ per pst.	51-508	236.27	USA	None
DRE	Re-export native files ONLY with or without load files. The first export is included with the per-gigabyte	51-508	143.58	USA	None
DRT	Re-export tiff images with or without load files. The first export is included with the per-gigabyte	51-508	143.58	USA	None
DRP	Rebuild past project environment/ per hour	51-508	143.58	USA	None
DAO	Archive inactive project data (including original data, work product, databases, deliverables, etc.)/ per gigabyte	51-508	14.36	USA	None
DTD	Re-search and tag archived databases	51-508	95.72	USA	None
DTF	Formatting Excel Spreadsheets per hour	51-508	43.07	USA	None
DTH	EDD Technician Time per hour	51-508	119.65	USA	None
DTJ	Project Manager Time per hour	51-508	215.37	USA	None

Model Number	Product/Service Description	SIN	GSA Price	Country of Origin	Warranty
DTS	Senior Project Manager Time per hour	51-508	239.29	USA	None
DHD	Hard Drive for delivering data	51-508	119.65	USA	None
DMF	Master CD/DVD Creation (\$20/\$50 per disk)	51-508	42.82	USA	None
DVD	DVD Duplication	51-508	24.79	USA	None
DCA	CD Duplication	51-508	13.15	USA	None
DFP	Floppy Disk Duplication	51-508	9.57	USA	None
HPS	Hosting Per Page (\$0.003 per month)	51-508	0.003	USA	None
HPP	Hosting per GB (\$150 per month)	51-508	143.58	USA	None
RRA	Auto-Coding (\$0.03 per field)	51-508	0.03	USA	None
ICA	Standard Coding (per doc)	51-508	0.96	USA	None
IDU	Logical Document Unitization per page	51-508	0.03	USA	None
IDA	Additional Captured Field (per doc)	51-508	0.14	USA	None
IDF	First Captured Field (per doc)	51-508	0.19	USA	None
RVD	Video to CD (\$100 + \$50/hour)	51-508	95.72	USA	None
BG1	GBC Binding (1")	51-212	2.39	USA	None
BG2	GBC Binding (2")	51-212	3.35	USA	None
BV1	Velo Bind (1")	51-212	2.39	USA	None
BV2	Velo Bind (2")	51-212	2.87	USA	None
BV3	Velo Bind (3")	51-212	3.35	USA	None
BW1	Wiro Binding (1")	51-212	3.00	USA	None
BW2	Wiro Binding (2")	51-212	3.83	USA	None
MB1	3 Ring Binders (1")	51-212	11.49	USA	None
MB2	3 Ring Binders (2")	51-212	14.36	USA	None
MB3	3 Ring Binders (3")	51-212	17.23	USA	None
MB4	3 Ring Binders (4")	51-212	21.06	USA	None
MB5	3 Ring Binders (5")	51-212	24.89	USA	None
MTB	Tabs	51-212	0.24	USA	None
RTC	Custom Made Tabs	51-212	0.53	USA	None
BSS	Saddle Stitch	51-212	0.72	USA	None
BTB	Tape Binding	51-212	3.10	USA	None
MAC	Accobind Covers and Backs	51-212	2.87	USA	None
MBB	Perfect Binding Books	51-212	3.35	USA	None
MCC	Clear Acetate Covers	51-212	0.96	USA	None
MLB	Black Leather Books	51-212	1.44	USA	None
MMF	Manilla Folders	51-212	0.51	USA	None
MRW	Redwell	51-212	1.30	USA	None
MSP	Sheet Protectors	51-212	0.72	USA	None